

Policies and Procedures

SECTION: Administration	NO. 2.1.36.		
CHAPTER: General	ISSUED: 7/26/2022	REV. A	REV. B
POLICY: Clery Act Compliance	PAGE 1 of 9		

PURPOSE

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 2013 (VAWA), Creighton University is required to publish an Annual Security and Fire Safety Report (ASR) containing safety and security related policy statements, as well as crime and fire statistics. This ASR must be distributed to all current students and employees and must be made available to every prospective student and employee.

The purpose of this policy is to clearly address the various components and requirements of the Clery Act and codify University policy for inclusion in the ASR.

SCOPE

This policy applies to all members of the Creighton University community and should be used to inform and educate members about potential safety threats and the steps that the University has in place to protect community members. The policy prescribes specific responsibilities for various University organizations to ensure compliance with the Clery Act and related laws.

ABBREVIATIONS AND TERMS

ASR:	Annual Security and Fire Safety Report
CCO:	Clery Compliance Officer
Clery Act:	Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.
CSA:	Campus Security Authority
DFSCA:	Drug Free Schools and Communities Act
DPS:	Creighton University Department of Public Safety
DVDVSAS:	Domestic Violence, Dating Violence, Sexual Assault, and Stalking
ED:	United States Department of Education
OPD:	Omaha Police Department
VAWA:	Violence Against Women Reauthorization Act of 2013

POLICY

It shall be the policy of Creighton University to fully comply with federal regulations, including the Higher Education Act of 1965, Clery Act, and VAWA, when preparing the ASR. The ASR is required by the Clery Act, which seeks to make college campuses safer through the disclosure of policies and crime statistics so applicants can make informed enrollment or employment decisions.

Federal regulations require that every institution that maintains a campus police or security department, as well as on-campus student housing, include the following items in the ASR. Likewise, the policy of Creighton University will be to:

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 2 of 9</i>		

1. Collect, classify, and count crime reports and crime statistics.
2. Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety. Campus alerts will come in two forms:
 - a. Timely Warnings for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
 - b. Emergency Notifications for significant emergencies or dangerous situations involving immediate threat to the health or safety of students or employees occurring on the campus.
3. Provide educational programs and campaigns to promote the awareness of DVDVSAS. These programs must include:
 - a. Primary prevention and awareness programs to all incoming students and new employees
 - b. Ongoing prevention and awareness campaigns for students and employees.
4. Have procedures for institutional disciplinary action in cases of DVDVSAS.
5. Identify individuals or offices with significant responsibility for student and campus activities as CSAs.
6. Publish an ASR containing safety and security related policy statements as well as crime statistics.
7. Distribute the ASR to all current students and employees and inform prospective students and employees about the availability of the report.
8. Submit crime statistics to the ED through web-based data collection to disclose crime statistics by type, location and year.
9. Keep a daily crime log of alleged criminal incidents that is open to public inspection.
10. Disclose missing student notification procedures that pertain to students living in on-campus residence facilities.
11. Disclose fire safety information related to on-campus residence facilities.
12. Keep a fire log that is open to public inspection.
13. Publish an ASR containing policy statements as well as fire statistics associated with each on-campus residence facility, including the number of fires, causes of fires, injuries, deaths, and property damage.
14. Distribute this information to all current students and employees and inform prospective students and employees about the availability of the report.
15. Submit fire statistics to the ED each year through web-based data collection.
16. Maintain an updated list of buildings and properties located on campus, non-campus buildings or property, public property within or adjacent to campus, and separate campus properties.

PROCEDURES

Clery Geography: Creighton must disclose statistics for Clery Act crimes that occur on the following: Creighton’s primary campus, on public property within or immediately adjacent to campus, in or on non-campus buildings or property that Creighton University owns or controls, and on separate campus properties. The terms on-campus, public property, non-campus buildings or property, and separate

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 3 of 9</i>		

campus properties are collectively known as the University's Clery geography.

1. The Facilities Management Database and Budget Manager will maintain a current list of buildings and properties owned or controlled by the University, and the addresses of those buildings or properties. General Counsel will advise DPS on the appropriate geographic categories of the buildings and properties, using guidance from the Clery Handbook.
2. General Counsel and the CCO will collaborate to identify any public property that is within campus or immediately adjacent to and accessible from campus.
3. The CCO will contact all University organizations that sponsor any student travel to collect information about the locations and dates of any University-sponsored short-stay trips that involved overnight lodging. The CCO will determine which trips meet the reporting requirement to be defined as non-campus properties.
4. General Counsel and the CCO will collaborate to identify any University property that meets the requirement to be defined as a separate campus.

Crime Statistics: Each year, the CCO will collect statistics for reported Clery Act crimes occurring within Clery geography during the previous calendar year. These statistics, as well as those of the previous two calendar years, will be disclosed in Creighton University's ASR and submitted to the ED through their web-based data portal.

1. Four general categories of crime statistics will be collected:
 - a. Criminal Offenses: Criminal Homicide (murder/non-negligent manslaughter and manslaughter by negligence); Sexual Assault (rape, fondling, incest, and statutory rape); Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
 - b. Hate Crimes: Any of the previously mentioned offenses, as well as any incidents of Larceny-Theft; Simple Assault; Intimidation; or Destruction of Property that are motivated by bias. Bias categories include: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.
 - c. VAWA Offenses: Any incidents of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Sexual assault statistics will be included in the criminal offenses category.
 - d. Arrest or Referrals: Any arrest or referral for disciplinary action for Weapons Law Violations; Alcohol Law Violations; and Drug Law Violations

Policies and Procedures

SECTION: Administration	NO. 2.1.36.		
CHAPTER: General	ISSUED: 7/26/2022	REV. A	REV. B
POLICY: Clery Act Compliance	PAGE 4 of 9		

2. The CCO along with the Title IX Coordinator and the Director of the Office of Community Standards and Wellbeing will maintain records associated with the published statistics.
3. Each year, the CCO will make a good-faith effort to collect crime statistics for all Clery Act crimes committed within the University's Clery geography, including crimes that may have not been reported or known to DPS. The CCO will contact the Omaha Police Department (OPD), Phoenix Police Department, and Grand Island Police Department for crimes on the main and separate campuses, as well as the local law enforcement agencies with jurisdiction over any identified non-campus properties. The CCO will maintain documentation of these efforts, including any non-responses from such requests.
4. Each year, the CCO will submit crime statistics from the ASR to the ED via their web-based data portal.

Campus Security Authorities (CSAs): In addition to DPS and other security personnel, the CCO will identify other individuals or offices, with significant responsibility for student and campus activities, who will be required to report any alleged criminal activity reported to them. Any alleged crimes reported to any of these individuals are then forwarded to the CCO or other individual designated to collect such reports, such as the Title IX Coordinator. These reports will then be reviewed for their inclusion in the campus crime statistics.

1. The CCO will identify and maintain a current list of all University CSAs and provide training and materials needed to document reported crimes.
2. CSAs will encompass four groups of individuals and organizations within the University:
 - a. The Department of Public Safety (DPS);
 - b. Any individual(s) who have responsibility for campus security, but are not part of DPS;
 - c. Any individual or organization designated by Creighton University to receive reports of alleged criminal incidents; and
 - d. An official of Creighton University who has significant responsibility for student and campus activities and athletics.
3. The CCO will maintain the procedures for collecting and reviewing crimes reported by the CSAs.
4. Victims or witnesses reporting incidents to a CSA will be informed that the information will be shared with the CCO or other designated individual; however, these incidents can be reported confidentially.

Daily Crime Log: All alleged criminal incidents reported to DPS, including non-Clery Act crimes, will

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 5 of 9</i>		

be recorded in a daily crime log and updated by the CCO. The purpose of the crime log is to record all criminal incidents and alleged criminal incidents reported to DPS. The crime log is designed to provide crime information on a timelier basis than the annual statistical disclosures.

Requirements for the crime log include:

1. Date and time the crime occurred, or a date and time range, if it is unknown.
2. Nature of the crime, which includes a description of the criminal incident.
3. General location of the crime with as much information as possible without revealing the identity of the victim.
4. Disposition of the complaint, or current status, if known.
5. Any entry, addition to the entry, or change indisposition must be recorded within two business days.
6. A hard copy and electronic copy of the crime log will be maintained and updated by the CCO and will be accessible on-site. An electronic back-up log will be maintained at DPS, and other designated individuals will be trained on the procedure of maintaining and accessing the log.
7. The CCO will advise the campus community and the public on how they can review the crime log. The crime log covering the most recent 60-day period will be free and available for all public inspection, upon request, and during business hours. Older logs will also be made available within two days of a request.

Emergency Response and Evacuation Procedures: See Emergency Operations Plan.

Emergency Communications Procedures: See Emergency Operations Plan.

Annual Security Report (ASR): Each year, an ASR must be published and distributed to all enrolled students and employees. The CCO is charged with preparing and disseminating the “Creighton University Annual Security and Fire Safety Report” each year before the deadline of October 1. Notice of availability will be given to all prospective students and employees via email. The ASR will contain crime statistics and various policy statements regarding campus safety and security, and how they are implemented.

Preparation of the ASR requires multiple ongoing and annual efforts involving the CCO, other Creighton University departments, and outside law enforcement agencies. The preparation of the ASR is a collaborative effort, requiring an annual review of University properties, as well as policies and procedures related to campus safety and security. This effort includes the gathering of statistics concerning all crimes reported to DPS, CSAs, and local law enforcement agencies.

Creighton University departments involved in this endeavor include Office of Title IX and Civil Rights

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 6 of 9</i>		

Compliance, the VIP Center, the Office of Community Standards and Wellbeing, Office of the General Counsel, Facilities Management, Office of the Provost, Student Leadership and Involvement Center, Schlegel Center for Service and Justice, and the Athletic Department.

The ASR will include the following statements:

1. Public Safety and Law Enforcement
 - a. DPS is an internal, private security force that protects the property and occupants of Creighton University's main campus in Omaha, which lies within the jurisdiction of OPD.
 - b. DPS officers do not have formal arrest powers and will notify OPD, without delay, and transfer custody of any detained individuals.
 - c. DPS maintains a close working relationship with OPD, the Douglas County Sheriff's Office, and the Nebraska State Patrol; however, there are no formal memoranda of understanding with any law enforcement agencies at this time.
 - d. DPS does not patrol or monitor the activity of non-campus locations. These areas are monitored by the relevant law enforcement agencies and reports are shared with DPS.
2. Reporting of criminal offenses:
 - a. DPS encourages all community members to promptly and accurately report all criminal incidents to DPS, regardless of how minor it seems.
 - b. The option is available for victims or witnesses to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of campus crime statistics. When this is not possible, every effort will be made to protect the confidentiality of victims or witnesses.
 - c. DPS phone numbers are listed in all campus directories and affixed to campus phones. Blue light emergency phones use auto dialers to contact DPS.
 - d. If a community member experiences a crime, DPS officers will assist the victim in reporting the incident to OPD in person for serious crimes, or to the non-emergency Telephone Reporting Unit at 402.444.4877.
 - e. If a crime occurs at one of the University's non-campus or separate campus locations, reports will be made with the local law enforcement agency having jurisdiction over the property.
 - f. DPS will also provide victims with information about campus and external support services.
 - g. There is no formal policy for pastoral or professional counselors to inform the people they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
3. Security and access to campus facilities:

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 7 of 9</i>		

- a. All campus residence halls use electronic card access and 24-hour desk receptionists to monitor and control entry into the buildings.
 - b. Residence hall rooms are either secured with high-security lock systems, which use keys that are difficult to duplicate, or electronic card access.
 - c. All other buildings on the main campus and separate campuses use electronic card access or closely-regulated key distribution systems.
 - d. DPS officers patrol buildings on a regular basis when they are in use.
 - e. DPS maintains over 500 surveillance cameras located throughout campus.
 - f. Facilities Management is responsible for the maintenance of campus grounds by maintaining or improving an environmental design that promotes safety. Any irregularities or damage to the buildings or lighting are addressed by Facilities Management through work orders.
4. Security Awareness and Crime Prevention Programs:
 - a. The Crime Prevention and Community Outreach Officer, in collaboration with the Division of Student Life, provide crime prevention and security awareness programs at least annually.
 - b. The Crime Prevention and Community Outreach Officer develops programs and delivers presentations designed to inform campus members about the threat of crime and the prevention sources available. These efforts are intended to encourage Creighton University affiliates to notice, interpret, and act in terms of crime prevention and security awareness.
 - c. Programs include: self-defense courses, individual safety plans, general safety and crime awareness courses, Peace of Mind (POM) personal safety device training, overview of services and responsibilities of Public Safety, Green Dot bystander training, blue light emergency phones, and the Bluejay Shuttle and JayRide services.
 5. Timely Warnings and Emergency Notifications: See Emergency Operations Plan.
 6. Programs to prevent dating/domestic violence, sexual assault, and stalking: See Title IX Sexual Harassment Policy.
 7. Procedures to follow if a crime DVDVSAS has occurred: See Title IX Sexual Harassment Policy.
 8. Disciplinary procedures in cases involving allegations of DVDVSAS: See Title IX Sexual Harassment Policy.
 9. Drug, alcohol, and substance abuse (DFSCA): See Creighton University DFSCA Statement.
 10. Missing Student Notification: See Student Handbook Missing Student Notification Policy.

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 8 of 9</i>		

Fire Safety Disclosures: The Higher Education Act of 1965 requires institutions with on-campus housing to maintain a written fire log, publish an annual fire safety report, and disclose and submit fire statistics to the ED for any reported fires in residence hall facilities.

1. The CCO will maintain and update the required fire log as part of the crime log within DPS. The fire log will include:
 - a. The date the fire was reported;
 - b. The nature of the fire;
 - c. The date and time of the fire; and
 - d. The general location of the fire.
 - e. The CCO will inform the public on how they can review the log.

2. The CCO will collect fire statistics for all reported fires in on-campus housing facilities. These statistics will include:
 - a. The number of fires and the causes of each fire;
 - b. The number of persons fire-injuries for each fire;
 - c. The number of fire-related deaths for each fire; and
 - d. The value of the property damage caused by each fire.

3. The CCO will include all fire safety disclosures as part of the annual fire safety report which must be published and distributed by October 1 of each year to all enrolled student and all employees, and provide notice of availability to all prospective students and employees. The fire safety report will be included as part of the “Creighton University Annual Security and Fire Safety Report.”

The fire safety report will include:

- a. A description of each on-campus residence hall fire safety system;
 - b. The number of fire drills held during the previous calendar year;
 - c. Policies or rules on portable electrical appliances, smoking, and open flames in residence halls;
 - d. Procedures for evacuation from the residence halls in case of a fire;
 - e. Policies regarding fire safety education and training programs to student and employees;
 - f. A list of titles of each person or organization to which students and employees should report that a fire occurred; and
 - g. Plans for future improvements in fire safety.
4. The CCO will submit fire statistics to the ED through the annual Web-based data collection.

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.36.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/26/2022	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Clery Act Compliance	<i>PAGE 9 of 9</i>		

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend or terminate this policy at any time.